



Butte County Mosquito and Vector Control District

5117 Larkin Road • Oroville, CA 95965-9250
Phone: 530-533-6038 • Fax: 530-534-9916
www.BCMVCD.com

Matthew C. Ball
Manager

AGENDA

Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District

(BCMVCD) Board Room, 444 Otterson Drive, Chico, CA 95928. The Board of Trustees is committed to making its proceedings accessible to all citizens. Individuals with special needs should call District staff at 530-533-6038 or 530-342-7350, Monday through Thursday, 6:00 a.m. to 4:30 p.m. to request disability-related modifications/accommodations or to request materials in alternate formats. All requests for special accommodation and/or alternative format documents must be made 48 hours prior to the meeting.

1. **Regular Board of Trustees Meeting Time:** 4:00 PM **Date:** January 10, 2024
2. **Call to Order** – 4:00 PM Roll Call
3. **Persons Wishing to Address the Board on Items Not on the Agenda (limit to 5 minutes):**
4. **Approval of Minutes of the Meeting of:** December 13, 2023
5. **Persons Wishing to Address the Board Pertaining to Closed Session Matters:**
6. **Closed Session Announcement (District Legal Counsel Present):** N/A
7. **Introduction of Butte County Mosquito and Vector Control Board of Trustees**
8. **Election of Officers**
9. **Reports: (9.1 - 9.2)**
 - 9.1 **District Manager's Report**

The District Manager will provide a brief report on current District business and activities. The District Manager will also report on District employees, meetings attended, and current projects.

9.2 Review the 2023/2024 2nd Quarter Fiscal Budget Reports

By the time of the Board Meeting, staff will have the 2nd quarter fiscal report prepared and available for review. The Administrative Manager will discuss and explain the report and will be available for questions regarding the report.

Continued...

10. Policy Matters: (10.1 – 10.3)

10.1 Consider Approving Personnel Policy, Policy 7042, Reproductive Leave Loss

The Board will be asked to consider a new policy to be entered into to Personnel Policies, Policy 7042, Reproductive Leave Loss.

10.2 Consider Approval and Adoption of Resolution No. 24-01

The Board will be asked to consider approving and adopting Resolution No. 24-01, a Resolution of Appreciation for Meritorious Service to the Citizens of Butte County and Hamilton City for Dr. Albert Beck.

10.3 Consider Accepting Claim for Damages and Provide Staff Direction

The Board will be asked to consider accepting the claim against the District for property damages and providing District staff with direction on seeking reimbursement with aircraft insurance.

11. Topic of the Month:

The Board will watch a presentation on the biology of tick-borne diseases.

12. Approve Payment of The Bills:

The Board will be asked to review the demands made upon the District for the past month and consider approving the payment of the bills.

13. Personnel: N/A

14. Correspondence: N/A

15. Other Business: N/A

16. Persons Wishing to Address the Board Pertaining to Closed Session Matters:

17. Closed Session Matters (District Legal Counsel Not Present): N/A

18. Adjournment: (Next Regular Meeting of the BCMVCD Board of Trustees is February 14, 2024)

Regular Meeting Minutes of the Board of Trustees of the Butte County Mosquito and Vector Control District Meeting held December 13, 2023

Members Present: Michael Barth, Assistant Secretary Bruce Johnson, Vice President Dr. Larry Kirk, Darlene Fredericks, Philip LaRocca, Secretary Melissa Schuster, and President Bo Sheppard.

Members Excused: Dr. Albert Beck and Carl Starkey.

Members Absent: Chuck Reynolds.

Also Present: District Manager Matt Ball, Assistant Manager Aaron Lumsden, Administrative Manager Maritza Sandoval, Entomologist Amanda Bradford, and Jonathan Abadesco of C.J. Brown & Company CPAs (formerly Fedak & Brown LLP).

1. The Regular Meeting of the Board of Trustees of the Butte County Mosquito and Vector Control District held on December 13, 2023, at 444 Otterson Drive, Chico, CA 95928.
2. The December 13, 2023, Butte County Mosquito and Vector Control District regular meeting of the Board of Trustees was called to order at 4:00 PM by President Sheppard.
3. Seeing and hearing no persons wishing to address the Board on items not on the agenda, President Sheppard proceeded to request approval of the minutes.
4. After review, it was then moved by Member Kirk, seconded by Member Johnson, and passed unanimously with a vote of 7 ayes and 0 nays to approve the minutes of the Board of Trustees regular meeting held November 8, 2023, as written.
5. No persons wishing to address the Board on closed session matters.
6. No closed session matters needing legal counsel.
7. Reports (7.1 – 7.2)
 - 7.1 Under item 7.1 of Reports, the Board heard a comprehensive summary and evaluation of the District's annual audit from Jonathan Abadesco of C.J. Brown & Company CPAs (formerly Fedak and Brown LLP). The report highlighted that the District is in good financial standing, is well managed, and the audit revealed no major findings.
 - 7.2 Under item 7.2 of Reports, District Manager's Report, the District Manager reported that on November 14, 2023, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management. Also on this date, the District Manager attended a UC Davis SIT webinar.

On November 15, 2023, all District staff attended the live Sac Valley Region continuing education session. The District employees were able to receive all their two-year live training required hours. The District's Entomologist is officially the Sac Valley Region's Continuing Education Coordinator who scheduled and organized the entire event.

On November 16, 2023, the District Manager attended a virtual meeting with the California State Water Resources Control Board to hear an update regarding UST funding programs.

The District was closed the week of November 20th for Thanksgiving.

On November 29, 2023, the District Manager attended the MVCAC Legislative Committee meeting to discuss the upcoming legislative year, funding mechanisms, the possibility of bill introduction, and scheduling of future meetings and events.

On December 4, 2023, the District had its annual UST inspection conducted by BL Griffin and supervised by Butte County Public Health. The District passed the inspection.

On December 6, 2023, the District's laboratory staff provided an onsite tour to personnel from Shasta Mosquito and Vector Control District.

On December 7, 2023, the District had its biannual compliance inspection from the California Department of Public Health. The District passed the inspection with high marks.

On December 8, 2023, the District Manager attended the biweekly Legislative Regulatory Committee call. MVCAC lobbyists and committee members reviewed legislation and current regulatory issues throughout the state.

On December 12 and 14, 2023, District management conducted all annual personnel performance evaluations.

As a reminder, the District will be closed the week of December 18th and the week of December 25th.

After this final item of reports, President Sheppard asked the District Manager to proceed to policy matters.

8. Policy Matters (8.1 – 8.5)

- 8.1 Under item 8.1 of Policy Matters, the Board was asked to consider a Capital Expenditure for ten (10) Cougar Foggers with Smart Flow and if approved to approve a transfer from Appropriations for Contingencies in the amount of expenditure to Capital Outlay, Spray Equipment. After some discussion, it was moved by Member Johnson, seconded by Member Schuster and approved with a vote of 7 ayes 0 nays the Capital Expenditure for ten (10) Cougar Foggers with Smart Flow in the amount of \$166,845.73 from Clarke and to approved the transfer for said amount from Appropriations for Contingencies to Capital Outlay, Spray Equipment.
- 8.2 Under item 8.2 of Policy Matters, the Board was asked to consider renewing membership with the California Special Districts Association (CSDA). CSDA's dues structure is based on an agencies/district's operating revenue. The dues for operating revenue between \$2.0 million and \$5.0 million are \$8,600.00 annually. The District rejoined the CSDA in April of 2017. It was then moved by Member LaRocca, seconded by Member Johnson, and passed unanimously with a vote of 7 ayes 0 nays to renew membership with CSDA for \$8,600.00.
- 8.3 Under item 8.3 of Policy Matters, the Board was asked to consider amendments to Job Descriptions, Mosquito and Vector Control Specialist II, III, and IV. The District Manager explained the rationale for the suggested amendments. It was then moved by Member Kirk, seconded by Member Schuster and passed unanimously with a vote of 7 ayes 0 nays to approve the amendments as written and presented.
- 8.4 Under item 8.4 of Policy Matters, the Board was asked to consider amendments to Job Descriptions, Mosquito and Vector Control Specialist II, III, and IV. The District Manager explained the rationale for the suggested amendments. It was then moved by Member Johnson, seconded by Member Kirk and passed unanimously with a vote of 7 ayes 0 nays to approve the amendments as written and presented.
- 8.5 Under item 8.5 of Policy Matters, the Board was asked to consider an addition to Personnel Policy, Cellular Telephone and District Telephone Use, Policy 7230. After some discussion, Member Schuster moved to approve the addition based on the Board's discussion and edits, seconded by Member Barth, and approved unanimously with a vote of 7 ayes 0 nays.
9. Under topic of the month, the Entomologist gave presentation on the ticks of Butte County
10. After reviewing the demands made upon the District for the past month, it was then moved by Member Johnson, seconded by Member Fredericks, and passed unanimously with a vote of 7 ayes 0 nays to authorize checks numbered 53228 through 53309 be signed and distributed. Expenditures for the month totaled \$269,882.90.
11. No personnel items to report.
12. Under correspondence the Board reviewed letters by Dr. Albert Beck and the City of Gridley.
13. Under other business, the District Manager reminded the Board that the District would be closed the week of December 18th and December 25th and provided an update on open Board positions.
14. President Sheppard announced adjournment at 5:19 PM and concluded by stating that the next regular meeting of the BCMVCD Board of Trustees would meet at 4:00 PM on January 10, 2024, at the Chico Substation Board Room at 444 Otterson Drive, Chico, CA 95928.

Respectfully submitted,

Melissa Schuster,
Secretary

On December 13, 2023, District management attended a Butte County Special District Association (BCSDA) meeting. The District will host the BCSDA meeting in May.

On December 14, 2023, the District completed the monthly management meeting, staff meeting, and all vehicle inspections. The District's Safety Committee held their monthly meeting as well as management.

The District was closed the week of December 18th.

On December 22, 2023, the District Manager attended the MVCAC Legislative Committee meeting to discuss the upcoming legislative year, funding mechanisms, the possibility of bill introduction, and scheduling of future meetings and events.

The District was closed the week of December 25th.

On January 3, 2024, District management had a meeting with Leading Edge and Associates to discuss the District's new AIMMS 30/Satloc as well as MapVision 3.0.

On January 9, 2023, all District staff attended defensive driver's training provided by the VCJPA. The training includes classroom and ride along training. This training is provided free of charge to the District.

Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Reproductive Leave Loss
POLICY NUMBER: 7042

7042. This policy shall apply to all employees.

7042.1 Employees are eligible for reproductive loss leave if they've been working for the employer for at least 30 days prior to the leave's start and suffer a qualifying event. Eligible employees may take leave for up to five days when they suffer a reproductive loss event, which is the day, or the final day for a multiple day event, of one of the following:

7042.1(a) Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.

7042.1(b) Failed surrogacy: The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.

7042.1(c) Miscarriage: May be a miscarriage by a person, by the person's current spouse or domestic partner, or by another individual who would have been a parent as a result of the pregnancy.

7042.1(d) Stillbirth: May be a stillbirth resulting from a person's pregnancy, the pregnancy of a person's current spouse or domestic partner, or another individual that would have been a parent as a result of the pregnancy.

7042.1(e) Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to a person, the person's current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

7042.2 The five days of leave do not need to be consecutive.

7042.3 If an employee experiences more than one reproductive loss event within a 12-month period, an employee can receive another five days of leave, not to exceed 20 days within a 12-month period.

7042.4 Generally, reproductive loss leave must be taken within three months of the reproductive loss event; however, if prior to or immediately following a reproductive loss event, an employee is on or chooses to go on leave under another leave entitlement (e.g., PDL, CFRA, etc.), then the employee may complete their reproductive loss leave within three months of the end of the other leave.

7042.5 Reproductive loss leave is unpaid, but employees can use available sick leave, vacation, or CTO.

7042.6 The District may not request documentation to certify reproductive loss leave. The District must maintain the confidentiality of any employee requesting reproductive loss leave and cannot terminate, discriminate or retaliate against employees for exercising their rights under the law.

DRAFT

RESOLUTION NO. 24-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
BUTTE COUNTY MOSQUITO AND VECTOR CONTROL DISTRICT

RESOLUTION OF APPRECIATION FOR MERITORIOUS SERVICE TO THE
CITIZENS OF BUTTE COUNTY AND HAMILTON CITY

Dr. Albert Beck

WHEREAS, Dr. Albert Beck has faithfully served as a Trustee for the Butte County Mosquito and Vector Control District for 50 years; and

WHEREAS, his knowledge and technical expertise have provided valuable contributions to the technical, financial, and governmental aspects of the District program; and

WHEREAS, he has been a strong and consistent advocate of public health protection for the residents of Butte County, Hamilton City, the State of California, and the nation; and

WHEREAS, his service and experience have been a valuable contribution to the mosquito and vector control program of Butte County; and

WHEREAS, the Board will miss Dr. Beck's participation, leadership, and ideas.

NOW, THEREFORE, IT IS HEREBY RESOLVED That the Board of Trustees of the Butte County Mosquito and Vector Control District does hereby recognize, thank, and publicly declare its appreciation to Dr. Albert Beck for his fifty years of service to the District and publically commend his unselfish service to the people of Butte County and Hamilton City as a Trustee of this District.

Butte County Mosquito and Vector Control District Board of Trustees
January 10, 2024

James "Bo" Sheppard, President

Carl Starkey

Steve Ostling

Dr. Larry Kirk, Vice-President

Bruce Johnson, Asst. Secretary

Phil LaRocca

Darlene Fredericks

Melissa Schuster, Secretary

Andrew Haymond

Matthew Ball, District Manager





Pacific Gas and Electric Company

The Pacific Gas and Electric Company
 Credit Operations
 The Pacific Gas and Electric Company
 P.O. Box 8329
 Stockton, CA 95208

RECEIVED
 JAN 02 2024

BY:

12/27/2023

**Invoice to recover costs.
 Please read for more
 information.**

Butte County Mosquito & Vector Ctrl
 5117 Larkin Road
 Oroville, CA 95965

Regarding: Damage of PG&E Facilities
File Number: E2234568684

Dear Butte County Mosquito & Vector Ctrl,

According to our records and information to date, there were damages caused to PG&E's facilities: Damage to OH Equipment @ 1 s/o & w/o 1397 Fuses Durham DOI: 7/17/2023. Butte County Mosquito & Vector Ctrl is responsible for the incurred cost for repairs in the amount of \$8,794.16.

Enclosed is our invoice in the amount of \$8,794.16, reflecting PG&E's costs to repair its damaged facilities. **Payment is due 30 days from receipt of this letter.**

If you have insurance coverage, please contact your insurance company to set up a claim. If you have already contacted your insurance company, please provide us with the relevant information on the detachment below. We will then forward the bill for damages to your insurance carrier.

If you do not have insurance coverage, please remit payment directly to the address listed below. **Please specify invoice number on remittance check.**

**PG&E, Non-Energy Collections Unit
 P.O. Box 997310 Sacramento, CA 95899-7310**

If you have any question regarding this claim or would like to make payment arrangements, please call 1-800-945-5251 ext 37352, Monday through Friday, 8 a.m to 5:15 p.m.

Sincerely,

Amanda Covello
 Damage Claims Representative
 Pacific Gas and Electric Company

Enclosure:

Check this box if you would like this invoice submitted to your insurance carrier.

Insurance Co: _____ Agent: _____
 Address: _____ City: _____
 State: _____ Zip: _____ Phone: _____
 Contact Name: _____ Claim/Policy No: _____
 Insured's Name: _____ PG&E File No: E2234568684

Please mail to PG&E, Non-Energy Collections Unit, P.O. Box 997310, Sacramento, CA 95899-7310



99950008259057100008794160000879416

Invoice Number	Invoice Date	Amount Due	Amount Enclosed
0008259057-1	12/27/2023	\$ 8,794.16	

Butte County Mosquito & Vector Ctrl
 5117 Larkin Road
 Oroville CA 95965

PG&E
 Box 997300
 Sacramento, CA
 95899-7300

Please return this portion with your payment. Thank you.

*

When Making Inquiries or Address Changes,
 Please Contact :

Customer Number 4378784

Non-Energy Collection Unit P.O. Box 8329 Stockton CA 95208-8329 (800) 945-5251

Invoice Number 0008259057-1

Damage to OH Equipment @ 1 s/o & w/o 1397 Fuses Durham DOI:
 7/17/2023

Description	Quantity	Unit Factor	Amount
Reference Number: E2234568684			
OTHER COSTS FOR REPAIR OF ELEC FAC-CAP	1	EA	2,395.88
MATERIAL FOR REPAIR OF ELEC FAC-CAPITAL	1	EA	30.40
LABOR TO REPAIR ELEC FACILITIES-CAPITAL	1	EA	6,367.88
		<i>Line Item Subtotal</i>	8,794.16

AMOUNT NOW DUE \$	8,794.16
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NOTE : This invoice reflects current charges only.
 Any past due amounts will be billed separately.

PG&E Damage Claim Cost Breakdown Worksheet

Customer Name Butte County Mosquito & Vector Ctrl
 PG&E Incident# E2234568684
 PG&E Invoice# 8259057 Bill Date 12/27/2023
 PG&E Damage Claim# 41444517
 PG&E PM Order# 31655792

Type of Work	Hours	Labor Rate	Amount
Construction	12.50 HRS	88.02	1,100.25
Construction Overtime Services	14.00 HRS	107.19	1,500.69
Indirect Labor			2,275.04
Labor Overheads			1,491.90
Labor Total	26.50 HRS		6,367.88
Material List			Amount
Material Overheads			2.05
Working Stock			28.35
Total Material Cost			30.40
Other Expenses			Amount
Capitalized A&G			733.20
Spoils & Other			486.38
Indirect Services			1,176.30
Total Other Expenses			2,395.88
Total Amount Due			8,794.16

Our costs are billed in accordance with the Uniform System of Accounts prescribed by the Federal Regulatory Commission.

Our right to recovery for these costs are delineated in Public Utility Code 7952 enacted in 1951.